

Chapter 9 Government Charge Card Program

265 FW 9

9.1 General. The General Services Administration's Government Charge Card Program is provided for charging expenses or obtaining advances of funds solely for official authorized Government travel. The Government card may not be used for personal reasons. Detailed procedures for the Government Charge Card Program may be found in the Government Travel Card Program Handbook (265 FW 9).

9.2 Policy.

A. Employees who anticipate traveling on official business at least two or more times a year are regarded as frequent travelers and are required to obtain the Government Travel Card. A Government Travel Card application must be approved by the immediate supervisor before forwarding to the Government Travel Card Regional Coordinator. Frequent travelers who elect not to obtain the Government card or those who lose charge card privileges because of nonpayment of previous charges, are restricted to the same travel advance limits as the Government cardholder. These travelers will assume the financial burden of paying for lodging, car rental, and other expenses that would normally be charged to the Government Travel Card.

B. The Travel Authorization must clearly state that the use of the Automated Teller Machine (ATM) is authorized in accordance with Service policy stated in the Government Travel Card Program Handbook. The total amount of the advance authorized will not exceed the out-of-pocket expenses expected to be incurred by the employee (i.e., meals and incidental expenses, parking, tolls, etc.). ATM advances can be obtained no sooner than 3 days prior to commencement of travel and no later than the last day of travel. ATM advances are limited to \$250 per day and up to \$500 per week (rolling 7-day period). When obtaining advances from ATM's, employees must keep receipts to claim any ATM fee (2.75 percent and possible bank processing fee) on their travel voucher. Refer to the Government Travel Charge Card Program Handbook for the current ATM fee.

C. Misuse of the Government Card, including unauthorized use and/or excessive ATM withdrawals, is considered misconduct and can result in disciplinary action. The following are specifically prohibited:

- (1)** Charging expenses to the Government Card other than those in connection with official authorized travel.
- (2)** Charging personal items to the Government Card.
- (3)** Withdrawing cash for any purpose other than an advance for official travel.
- (4)** Withdrawals of cash in excess of the sum authorized for travel expenses except in instances of ATM denomination rounding.

(5) Withdrawals of cash earlier than 3 days prior to departure or withdrawal after the last day of travel.

D. The Electronic Funds Transfer deposit (EFT) is mandatory for travel reimbursement. All applications for the Government Travel Credit Card will include the necessary document(s) to implement the EFT for employee travel reimbursement.

9.3 Enrollment Procedures.

A. Employees who perform official travel two or more times per year must obtain a Government Travel Card, and use the ATM option to obtain travel advances. Prior to issuance of the card, the Government Travel Charge Card Regional Coordinator will verify that the employee does not owe the Service for any delinquent travel advances.

B. Employees who do not currently have a Government Travel Card may apply for the card through their Government Travel Card Regional Coordinator. Employees must complete and sign the application form and have their immediate supervisor approve and sign the application form. The Government Travel Charge Card contractor will automatically assign an ATM Personal Identification Number (PIN) upon issuance of the card.

C. The EFT for employee travel reimbursement must be completed and forwarded with the Government Charge Card Application to the Government Travel Charge Card Regional or Washington Office Coordinator.

D. Non-employees are not entitled to a Government Travel Card.

9.4 Cardholder Responsibilities.

A. Upon acceptance of the card, the employee agrees to use the card for official travel expenses only. No other person is permitted to use the card issued to the employee. All amounts charged to the Government Travel Credit Card including purchases, cash advances and fees are due and payable upon receipt of the monthly billing statement. Payments must be made by check or money order and drawn in U.S. currency.

B. Charges that remain unpaid for 60 calendar days from the billing date will result in suspension of card privileges. If delinquent charges remain unpaid for 120 days, the card will be canceled and information forwarded to the National Credit Bureau. In addition, any attorney fees or court costs incurred by the Government Travel Card Contractor, in the collection of past due amounts can be collected from the cardholder. By accepting the Government Travel Card, the employee automatically provides consent to disclosure of account information to an outside attorney, collection agency, or credit bureau, if referred.

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C. It is the cardholder's responsibility to submit a travel voucher within 5 working days after the travel is completed (41 CFR 301). Full payment to the Government Travel Card contractor is due upon receipt of the monthly billing statement.